Fermilab

PURCHASE REQUISITION

Requisition

Requisition Number (filled in by System)	Oracle Preparer (Filled in by System)	Date **2/25/2003**	Request Originator: **Terry Tope**	Extension: **2666** MS: **219**
Division/Section Approval		Date	NEPA Approval	
Business Office Approval		Date		
Directorate Approval		Date		

Requisition Header

Description (of entire requisition) **APACS Modules for E907 Slow Controls STAGE 1**
Note to Approver

Requisition Entry Defaults

Requester **Terry Tope**		Deliver-to-Location **WH 11W**	Note to buyer		
Suggested Vendor **Siemens Energy & Automation**		Suggested Vendor Site **799 Roosevelt Rd. Building 4, Geln Ellyn, IL**	Suggested Vendor Contact **Stephen J. Spontak**		Suggested Vendor Telephone # **630.790.3550**
Reference #	Need-by-Date	Charge Account (Budget Code/Cost Element)	UN Number (Chemical #)		Hazard Class
Justivication (To Approver)					
Note To Receiver				Total of Requisition	**$4,515.00**

Requisition Lines

Line #	Line Type	PO Line Category	Description(Start with a Noun) (240 Characters Maximum, Enter Additional Description in Cell Below Line Item)	Quantity	Unit of Measure	Price Per Unit	Extended Price	Charge Account/ Cost Element	Split Coding Qty's
1	GR	ELECTRICAL	**Standard Discrete I/O Module, SDM (16101-174), P/N 39SDM024 DCCBN, (32 Channel), 24 VDC**	1	each	$1,470.00	$1,470.00		
2	GR	ELECTRICAL	**Panel, SDM/CDM Marshalled Termination Panel P/N (16167-1)**	1	each	$350.00	$350.00		
3	GR	ELECTRICAL	**Voltage Input Module, (16 CH.), (16171-126) P/N 39VIMCCN**	1	each	$1,820.00	$1,820.00		

F.N.A.L. STK. NO. **1335-0200**   FL-29 REV 5/13/97

Line #	Line Type	PO Line Category	Description(Start with a Noun) (240 Characters Maximum, Enter Additional Description in Cell Below Line Item)	Quantity	Unit of Measure	Price Per Unit	Extended Price	Charge Account/ Cost Element	Split Coding Qty's
4	GR	ELECTRICAL	Panel, VIM Marshalled Termination Panel P/N (16170-1)	1	each	$455.00	$455.00		
5	GR	ELECTRICAL	Cable, Marshalled Interconnect I/O Cable - 3 Meter P/N (16137-114)	2	each	$210.00	$420.00		
6				0		$0.00	$0.00		

ITEMS TO BE COMPLETED BY THE REQUESTER:

NOTE: Highlighted items must be completed before requisition can be processed.

1. APPROVALS — Area for your Division/Section, Business Office, NEPA and Directorate approvals.
2. REQUEST ORIGINATOR — Name, extension and mail station of person completing the requisition.
3. DESCRIPTION ON ENTIRE REQUISITION — Short description (240 characters) to approver.
4. NOTE TO APPROVER — Short note (240 characters) to approver.
5. **REQUESTER** — Name of person expecting delivery of item.
6. **DELIVER TO LOCATION** — Location where Fermilab's Receiving Dept. is to deliver the item once it comes in. Mail Station is not a valid location.
7. NOTE-TO BUYER — Short note (240 Characters) to buyer indicationg previous P.O. number, etc.
8. SUGGESTED VENDOR/SITE/CONTACT/TELEPHONE — Your recommendation for selecting a vendor, including name, address, contact, telephone number.
9. REFERENCE# — Your internal means of identifying a requisition.
10. **NEED-BY-DATE** — Desired date of delivery.
11. **CHARGE ACCOUNT/COST ELEMENT** — Budget code and cost element where entire requisition will be charged.
12. JUSTIFICATION — Short note (240 characters) to justify purchase of item.
13. NOTE TO RECEIVER — Short note (240 characters) to Fermilab's Receiving Dept.
14. TOTAL OF REQUISITION — Total amount of all items listed on requisition.
15. **LINE TYPE** — Valid type used to determine whether item is for goods or services; example: GR (goods receipt), SN (service non-receipt)
16. **PO LINE CATEGORY** — Valid category for item being requested; example - clothing, furniture, medical, computers/pc's, etc.
17. **DESCRIPTION OF LINE** — A 240 character description for each item
18. **QUANTITY** — The number of units requested per item.
19. **UNIT OF MEASURE** — Unit of measure for each item requested.
20. **PRICE PER UNIT** — The dollar amount you have authorized the Procurement Department to spend for an item.
21. EXTENDED PRICE — Extended price for each item requeted.
22. **CHARGE ACCOUNT/COST ELEMENT** — Budget code and cost element where line item will be charged, if different from above.
23. **SPLIT CODING QUANTITIES** — Quantities applied to each budget code/cost element